Adding User's Manual

Step 1

1. To add a new user to your sub domain you need to go into the dashboard/ admin section of your sub domain.
2. Select users.
3. Add new.
4. The top section of this form is actually for adding an existing user, for example if you have taken somebody off in the past and they are returning to your employment instead of setting up a new user account you can just re open their existing one.
5. The bottom section of the page is for adding the new users.
6. **User name-** the user name should be your business units name with a unique three digit code, for example **lion123**.
7. **Email-** if you have company email addresses use these but a personal email address will work just as well.
8. **Role-** Each role capability has a different level of access to the admin side of the sub domain, see role capabilities page inside your information centre. Choose the appropriate role capability.
9. **Skip confirmation email-** tick this box to skip the user having to confirm them as a user or leave it blank if you would like them to acknowledge it.
10. **Add new user-** Click the add new user, you have know set up a new user

Step 2

1. **Adding additional personal details-** Go back to the users section on the main menu on the dashboard and select all users
2. **Select the required user-** now you have additional options to fill in first name, last name, nick name, website, biographical information, password and password confirmation. Fill all of these in.
3. **Your user is now complete.**